

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

'06 FEB -3 P4:13

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: DOH/FHSD/MCHB
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

The title of the project is Fetal Alcohol Spectrum Disorders (FASD). Maternal and Child Health Branch (MCHB) was awarded a subcontract to develop a system to prevent FASD. The goal is to reduce alcohol use in pregnant women, thus preventing the number of births that are alcohol exposed. The funding will enhance the capacity of Big Island Substance Abuse Council (BISAC) Baby S.A.F.E. to screen all pregnant women at the Hamakua Health Center for alcohol use and provide an immediate alcohol brief intervention. Enrolled women will receive weekly brief interventions and case management services.

Provider Name: Big Island Substance Abuse Council (BISAC) Baby S.A.F.E.	Total Contract Funds: \$45,000	Term of Contract:
Provider Address: 234 Waianuenue Avenue Ste. 104 Hilo, Hawaii 96720	Contract Funds per Year (as applicable).	From: 2/1/06 To: 8/31/06

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

Procurement by competitive means is not practicable or advantageous to the State. The Baby S.A.F.E. program has years of experience in working with women on the Big Island, and possesses the infrastructure and support services to implement the contract. Baby S.A.F.E. is the only program on the island providing services specifically to pregnant women who are at risk for using substances.

The sub-contract was initially slated to run from September 1, 2005 to August 31, 2006. Due to legal issues, our subcontract was not approved by our State until December 6, 2005. There are approximately eight months left in this subcontractor's budget period. The normal RFP process would not allow us sufficient time to set up and begin the project and there would be a substantial delay in the delivery of services.

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Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The Baby S.A.F.E. program has years of experience in working with the target population and possesses the existing infrastructure and support services to implement the contract. It would not be cost-effective to bring in another agency that would have to develop a system in coordination with Hamakua Health Center. Baby S.A.F.E. is the only program on the Big Island providing services specifically to pregnant women who are at risk for using substances.

A description of the state agency's internal controls and approval requirements for the exempted procurement:

The contract agreement with BISAC Baby S.A.F.E. is reviewed by the Family Health Services Division's Public Health Administrative Officer and by the Department of Health's Administrative Services Office (ASO).

The Maternal and Child Health Branch, Family and Community Support Section has oversight of the FASD Project and will be responsible for oversight of the contract.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Supervisor, Family and Community Support Section, Maternal and Child Health Branch
Baby S.A.F.E. Coordinator, Family and Community Support Section, Maternal and Child Health Branch
Public Health Administrative Officer, Maternal and Child Health Branch
Accountant, Maternal and Child Health Branch
Public Health Administrative Officer, Family Health Services Division
Accountant, Family Health Services Division

Direct questions to (name & position): Althea Momi Kamau, M.P.H., R.N. Chief, Maternal and Child Health Branch	Phone number: (808) 733-4044	e-mail address: momi.kamau@fhds.health.state.hi.us
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This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.



Department Head Signature

FEB - 2 2006

Date

Chiyome Leinaala Fukino, M.D.

Typed Name

Director of Health

Position Title

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Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☐ Approved

☐ Denied

Chief Procurement Officer

Date

cc: Administrator
State Procurement Office